



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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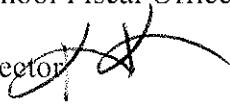
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MEMORANDUM

#11-17

TO: All Department and School Fiscal Officers

FROM: Kristopher Knight, Director 

DATE: May 19, 2011

SUBJECT: **Procurement Card Transaction and PCA Voucher Completion**

As of May 16, 2011, there are 9,392 Unreconciled Pcard Transactions and 3,411 PCA Voucher lines that remain Unposted. The unreconciled transactions date as far back as July 2010. Unreconciled transactions are Pcard transactions that are still on the Reconcile Statement page in the Procurement Card Component. The status of the transactions could be as follows:

- Staged – The transaction has not had funding or a Purchase Order assigned.
- Verified – the transaction has had funding or a Purchase Order assigned, but the PCard Approver has not set the transaction to Approved.
- Approved – the funding applied is incorrect and the transaction has not passed the Budget Validation process. These transactions need to be corrected for accurate funding.

Unposted PCA Vouchers are vouchers that are created from Approved Pcard transactions. These vouchers can have any of the following issues:

- Match Exceptions – this means the PO used on a voucher line has matching issues and the voucher line needs to be corrected
- Budget Exceptions – the funding line is not passing budget checking and needs to be corrected

- Pending or In Workflow – the voucher has not been submitted to Workflow or is sitting in an Approvers Inbox waiting for Approval.

In an effort to ensure all Procurement Card Transactions and PCA Vouchers are processed through completion by June 10, 2011, the Division of Accounting will take the following steps:

- Beginning on June 6th, the Division of Accounting central Pcard team will begin to reconcile transactions for ***the most delinquent organizations*** utilizing any identifiable funding line available. We will not necessarily use the default distribution identified at the card holder's profile. We have discovered that some organizations may have either intentionally or mistakenly entered a default distribution that does not exist.
- Once the PCA vouchers build for these transactions, the Division of Accounting Pcard team will Approve those vouchers so they will Post to the General Ledger the same night.

If you have any questions, please contact the FSF Service Desk at: FSFServiceDesk@state.de.us or (302-526-5600).